

ELIGIBILITY DOCUMENT CHECKLIST

(Please submit one document under each section for verification)

Applicants under the age of 18 must submit a **PARENTAL CONSENT FORM** with appropriate signatures.

The applicant has provided document to verify **AGE (14 - 24).***

- ☐ Birth Certificate
- ☐ U.S. Passport
- ☐ Unexpired state-issued Driver's License, Learner's Permit, or Non-Driver's Identification Card
- ☐ Official School Record such as a transcript or report card from the current school year
- ☐ School ID
- ☐ Permanent Resident Card

** All documents verifying age must show the participant's age or date of birth.*

The applicant has provided document to verify **RESIDENCE** in Washington, DC.*

- ☐ Unexpired state-issued Driver's License, Learner's Permit, or Non-Driver's Identification Card
- ☐ Official School Record such as a transcript or report card from the current school year
- ☐ Mail from a Federal or District Government Agency (dated within past 6 months)
- ☐ 2022 Income Tax Form 1040 (must be signed and notarized)
- ☐ Executed Lease or Rental Agreement dated within one year (must be signed and dated)
- ☐ 2022 W-2

** All documents verifying residence must show the participant's name and address.*

The applicant has a verified **SOCIAL SECURITY NUMBER.**

- ☐ Social Security Card
- ☐ Letter from the Social Security Administration (must show participant's name and SSN)
- ☐ 2022 W-2 (must show participant's name and SSN)

The applicant has provided document to verify **PERMISSION TO WORK** in the United States.

- ☐ A Photo ID and U.S. Birth Certificate or a Photo ID and a Social Security Card (Photo ID must be a state-issued driver's license, ID card, or school ID)
- ☐ Current Photo/Selfie with white background and US Birth Certificate and Social Security Card
- ☐ U.S. Passport, Permanent Resident Card, or INS Form I-766 with Unexpired Employment Authorization
- ☐ Unexpired Foreign Passport with I-551 Stamp or Attached INS Form I-94

(Consult Federal I-9 Form for Additional Acceptable Documents)

MAYOR MARION S. BARRY, JR. SUMMER YOUTH EMPLOYMENT PROGRAM



For internal use only.

Youth Name: _____ Last 4 SSN: _____

Certification documents verified on: _____ at _____ (am/pm).

Certifying Documents:

- | | |
|--|---|
| <input type="checkbox"/> Proof of AGE | <input type="checkbox"/> Proof of PERMISSION TO WORK in the United States |
| <input type="checkbox"/> Proof of valid SOCIAL SECURITY NUMBER | <input type="checkbox"/> Proof of Parent/Guardian Consent |
| <input type="checkbox"/> Proof of DC RESIDENCY | |

COMPLETE: ☐ YES ☐ NO

MY MBYSEP Banking Quiz:

Please log into your MBYSEP Youth Portal and click the "My Banking" button to complete this step.

You **MUST** complete your banking quiz by 11:59 pm on **Tuesday, February 28, 2023** to complete the certification process.

COMPLETE: ☐ YES ☐ NO

MY MBSYEP W-4:

Please log into your MBYSEP Youth Portal and click the "W-4" button to complete this step.

You **MUST** complete your W-4 by 11:59 pm on **Tuesday, February 28, 2023**, to complete the certification process.

COMPLETE: ☐ YES ☐ NO

After review of all the required steps, your eligibility status is as follows:

- ☐ **Certified** - All steps have been completed. Please check your youth portal for your next steps!
- ☐ **Not Certified** - You have not completed all the required steps.

ALL required steps must be completed no later than 7:00 pm on **Saturday, March 11, 2023**. If you **do not** complete all steps by this date, you will not be eligible to participate in the program this summer.

NOTES: _____

OYP Representative Signature

Date